

**Metropolitan Board of Parks & Recreation**  
**PERMIT APPLICATION FOR USE OF A COMMUNITY RECREATION CENTER**

(Application Process Required for All Reservations)

1. DATE APPLICATION SUBMITTED: \_\_\_\_\_

2. PERSON MAKING APPLICATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

HOME/WORK PHONE \_\_\_\_\_ / \_\_\_\_\_

3. SPONSORING AGENCY/ORGANIZATION: \_\_\_\_\_

ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

4. COMMUNITY RECREATION CENTER REQUESTED: \_\_\_\_\_

AREA REQUESTED: Clubroom \_\_\_\_\_ Gym \_\_\_\_\_ Clubroom w/kitchen \_\_\_\_\_

Gameroom \_\_\_\_\_ All Available Areas \_\_\_\_\_

5. EXPLAIN IN DETAIL THE PROGRAM/EVENT, ETC. FOR WHICH YOU ARE REQUESTING USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ADD ADDITIONAL PAGES IF NECESSARY)

6. DATE(S) OF REQUESTED USE: \_\_\_\_\_

7. ARRIVAL TIME REQUESTED: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

*(Set up & clean up time is to be included in the time reserved.)*

8. ANTICIPATED ATTENDANCE: \_\_\_\_\_

9. IS THIS A FUNDRAISING EVENT? \_\_\_\_\_ If yes, please specify by checking appropriate answer. (SEE APPLICABLE FEES ON THE BACK OF THIS FORM)

Selling Concessions (what) \_\_\_\_\_ Selling Services (type) \_\_\_\_\_ Charging Admission Fee (amount) \_\_\_\_\_ Requiring Entry Fee (amount) \_\_\_\_\_

If the event/activity is to have an admission fee, entry fee, solicitation, selling of merchandise,

food items and/or services the agency/individual/group MUST be registered with the Tennessee

Charitable Solicitations Board, a bona fide educational institution, religious organizations who

have a 501 (c) 3 status with the IRS and political candidates for public office. A photocopy of the

Charitable Solicitations Permit and/or the 501 (c) 3 certification must accompany this application.

NOTE: Large activities/attendance may require an additional staff person or custodian. Approved dances/parties for teens and/or adults may require security.

10. DO YOU PLAN TO ADVERTISE THIS MEETING ACTIVITY/EVENT/ETC.? \_\_\_\_\_ If yes,

please attach a copy of the press release, flier, etc. and indicate the source of media you will use. \_\_\_\_\_

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**IF YOUR APPLICATION IS APPROVED YOU WILL BE NOTIFIED BY THE STAFF OF THE FACILITY REQUESTED.**

**THE APPLICANT IS RESPONSIBLE FOR CONTACTING THE FACILITY FOR FINAL ARRANGEMENTS.**

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**APPROVED / DISAPPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**

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**PLEASE RETURN THIS FORM TO THE CENTER YOU HAVE REQUESTED FOR USE OR MAIL IT TO:**

**Peggy Tulloss, Supt.  
Metro Parks and Recreation  
Centennial Park Office  
Nashville, TN 37201**

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# METROPOLITAN BOARD OF PARKS & RECREATION

## - COMMUNITY RECREATION CENTER RESERVATION FEES/CHARGES -

### ~ NOTE ~

- ALL applicable fees MUST BE PAID NO LATER THAN THREE DAYS PRIOR to requested use.
- PAYMENT MUST BE MADE BY CHECK OR MONEY ORDER MADE PAYABLE TO: "Metro Board of Parks and Recreation". CASH will not be accepted.
- Cancellations MUST BE made within 48 hours for refund of fees paid.
- Reservations are booked if staff members are available to work the dates requested. Employees are NOT required to work after hour reservations.

### MINIMUM USE: TWO (2) HOURS

AFTER HOURS USAGE FEE ..... \$50.00 PER HOUR

HOLIDAY USAGE FEE ..... \$75.00 PER HOUR

### APPLICABLE HOLIDAYS

New Years Eve & New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

### FUNDRAISING ACTIVITY (DAILY) FEES

*(NOTE: Fees below plus hourly rate of use)*

**\$300.00 - Selling of food/soft drinks, merchandise and or services.**

**\$200.00 - If the activity requires an admission fee.**

**\$100.00 - If the activity requires an entry fee.**

*(Available to verified not for profits groups, organizations, etc. ONLY!)*

### INDEPENDENT INDOOR BASKETBALL & VOLLEYBALL LEAGUES

- **\$60.00 per team participating in the league. (Due prior to league beginning.)**
- **Reservation rates are applicable for every date of use.**
- **Leagues have 16 weeks maximum playtime.**
- **League information (game schedule including teams) required.**
- **Available only when the center is closed to the public.**

### RESERVATIONS FOR PARK GROUNDS MUST BE MADE THROUGH THE PARKS ADMINISTRATIVE OFFICE.

**~ Please call 862-8408 for reservations and process information. ~**

### **GENERAL INFORMATION**

- 1. Equipment furnished will consist of the tables and chairs (only) that are available at the requested facility. If additional tables, chairs or other equipment, furniture, etc. is needed it shall be the reserving parties responsibility to furnish his/her needs.**
- 2. SET UP & CLEAN UP TIME MUST BE INCLUDED IN THE TIME PERIOD RESERVED.**
- 3. Areas used MUST be returned to the condition in which they were found and all trash from the reservation must be removed from the building.**
- 4. Certain events may require additional staff, custodians and/or security.**
- 5. Health Fairs/Screenings require proof of one million dollars insurance coverage.**
- 6. Special equipment (balloon walks, etc.) brought onto Park property requires proof of one million dollars coverage.**
- 7. DRINKING OR POSSESION OF BEERIALCOHOLILLEGAL DRUGS AND/OR WEAPONS IS PROHIBITED ON PARK PROPERTY. Reservations will be terminated and Rangers/Police will be called if violated.**
- 8. Cancellations must be made 48 hours prior to the date of use in order to have a refund processed.**
- 9. NO park facility (including a community center) may be used for a religious activity on a permanent basis.**

**(New rates approved by Park Board on January 6, 2004. Effective Feb. 1, 2004.)**